

HOMELESS YOUTH AND EXPLOITATION PROGRAM

PROGRAM GUIDELINES



ADMINISTERED BY:

**GOVERNOR'S OFFICE OF CRIMINAL JUSTICE PLANNING
CHILDREN'S BRANCH**

GRAY DAVIS, GOVERNOR

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**GOVERNOR S OFFICE OF CRIMINAL JUSTICE
PLANNING**

The Great Seal of the State of California is a large, circular emblem in the background. It features a central figure of a Native American holding a bow and arrow, with a star above his head. The words "THE GREAT SEAL OF THE STATE OF CALIFORNIA" are inscribed around the border, and "EUREKA" is written across the top. The seal is rendered in a light, faded gray.

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FOREWORD

The Homeless Youth and Exploitation Program demonstrates the commitment of the Governor and the California Legislature to assist local communities in dealing more effectively with the problems of homeless youth and youth sexual exploitation.

The Homeless Youth and Exploitation Program is a comprehensive program to help runaway and homeless youth exit street life. Services provided include: access to food, shelter, counseling, outreach services, referrals to other agencies, screening for basic health needs, and long-term stabilization planning. In addition, the program provides specialized services for youth who are involved in sexual exploitative activities.

This document sets forth the programmatic and administrative guidelines for the Homeless Youth and Exploitation Program. Inquires should be made to the Children's Branch at (916) 323-7449.

HOMELESS YOUTH AND EXPLOITATION PROGRAM

PROGRAM GUIDELINES

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I. INTRODUCTION AND BACKGROUND

A. PURPOSE OF THE GOVERNOR S OFFICE OF CRIMINAL JUSTICE PLANNING (OCJP)

OCJP is the lead agency responsible for implementing the Governor's Public Safety Plan for California. This plan is a comprehensive system-wide approach designed to support criminal and juvenile justice agencies, local victim services programs, schools, community-based organizations, community crime prevention programs, and training programs for prosecutors and public defenders. OCJP provides leadership and direction in implementing the plan by:

- providing grant funding to State and local units of government and private non-profit organizations;
- supporting the development of state-of-the-art approaches for the justice system and victim services programs;
- providing technical assistance to ensure effective program management;
- disseminating information on successful program models, and current and emerging research;
- promoting inter-disciplinary information exchange and support between criminal and juvenile justice agencies, and public and private organizations; and
- developing publications on crime prevention, crime suppression, and victims services for State-wide distribution.

Additional information on OCJP can be obtained through the Internet at <http://www.ocjp.ca.gov>.

B. HOMELESS YOUTH AND EXPLOITATION PROGRAM DESCRIPTION

1. History and Purpose

In 2002 OCJP combined the funding for the Child Sexual Exploitation Intervention Program and the Homeless Youth Emergency Services Program to create the Homeless Youth and Exploitation Program. This programmatic change was made due to a formal recommendation by the Sexual Assault State Advisory Committee (SAC), which pursuant to Penal Code Section 13836, provides oversight over grants administered by OCJP for local rape, exploitation, and child sexual abuse victim counseling centers and prevention programs. It is anticipated this change will result in a more comprehensive program to better serve homeless and exploited youth. The Homeless Youth and Exploitation Program encompasses the requirements of Penal Code Section 13837 (Appendix A) and Welfare and Institutions Code Section 13700 et seq. (Appendix B).

The Homeless Youth and Exploitation Program is a comprehensive program to help homeless youth exit street life. A youth is considered homeless if they are under the age of eighteen and do not have a permanent residence. This includes youth who have runaway from their home or have been pushed out of their homes by parents or guardians, living in shelters or other temporary housing arrangements, and youth living on the streets. Services provided under this program include: access to food, shelter, counseling, outreach services, referrals to other agencies, screening for basic health needs, and long-term stabilization planning. In addition, the program provides specialized services for youth who are involved in sexual exploitative activities. A youth is sexually exploited if they have engaged in survival sex, and are a male or female up to age eighteen years old who exchange sexual favors for money or other payment. This includes trading sexual favors for shelter, clothing, or other goods and services. Also included is youth involved in commercial exploitation such as stripping or pornography.

2. Legislative Authority

State General Funds

State General Funds were first appropriated to OCJP to provide services to homeless youth as a part of the Homeless Youth Act of 1985, through Assembly Bill (AB) 1596 (Chapter 1445 of the Statutes of 1985). Senate Bill (SB) 507 (Chapter 288, Statutes of 1988) extended the Homeless Youth Act of 1985 permanently, deleting the reference to pilot projects.

Victim/Witness Assistance Funds

Legislation passed in 1979, Senate Bill (SB) 383 (Chapter 713, Statutes of 1979), providing that a person convicted of a crime of violence in California would pay a fine commensurate with the offense in addition to any other penalties. These funds then would be deposited into the Indemnity Fund of the State Treasury.

In 1981, Assembly Bill (AB) 698 (Chapter 166, Statutes of 1981) created in the State Treasury a Victim/Witness Assistance Fund to be dispensed by OCJP. AB 698 mandated that funding for rape crisis centers and victim/witness assistance centers be provided from this fund. AB 1485 (Chapter 1092, Statutes of 1983) increased the size of the fund by increasing penalty assessments.

SB 588 (Chapter 1062, Statutes of 1981) amended Section 13837 of the Penal Code to authorize OCJP to provide grants to proposed and existing local child sexual abuse and child sexual exploitation counseling centers and prevention programs.

In 1982, the first legislative appropriation was made from the Victim/Witness Assistance Fund to implement the statute. The appropriation funded child sexual abuse prevention programs. Additional funds were allocated in fiscal year 1987-88 to provide services to child sexual exploitation victims. State General Funds were also appropriated for the Program in 1987.

3. Advisory Committee

The SAC per Penal Code Section 13837 has oversight of the Homeless Youth and Exploitation Program in the following ways:

- The advisory committee shall approve grants provided by this chapter;
- The advisory committee shall identify the criteria to be utilized in awarding the grants provided by this chapter before any funds are allocated; and
- Maintain other standards and services determined to be appropriate by the SAC.

Welfare and Institutions Code Section 13704 provides that OCJP's efforts in monitoring and evaluating the Homeless Youth and Emergency Services Program shall be coordinated with the State Advisory Group (SAG) on Juvenile Justice.

4. Administrative Authority

OCJP is the administrative agency for the Homeless Youth and Exploitation Program. The role of OCJP is to work in conjunction with the SAC to manage and maintain the program. These activities include establishing policies dealing with the operation and direction of the program, providing staff support to the SAC, monitoring the projects and contracts selected for funding and evaluating the program.

5. Program Criteria

The statutory requirements for funded projects include the following:

1. Penal Code Section 13837 Requirements

Penal Code Section 13837 contains the following requirements for Homeless Youth and Exploitation projects:

- Provision of in-person counseling and referral service during normal business hours.

The SAC has defined normal business hours to mean:

- a. Offices must be open to the public Monday through Friday for a continuous eight-hour period that occurs between the hours of 8:00 a.m. and 5:00 p.m. with the only exception being closure during the lunch hour.

This means the office may be open: (a) 9 a.m. to 5 p.m. as long as they do not close during the lunch hour; (b) 8 a.m. to 5 p.m. and close completely from 12 p.m. to 1 p.m.; or (c) 8:30 a.m. to 5 p.m. and close for _ hour lunch.

- b. Offices must make every possible effort to have staff in the office to respond to telephone inquiries, drop-in clients or members of the public during their established business hours.
 - c. Offices with a full time office worker/secretary/clerical position must have staff in their office at all times during their business hours.
- Maintain other standards and services determined to be appropriate by the SAC pursuant to Penal Code Section 13837 as grant conditions.

The SAC has mandated the following services standards:

- a. Provide in-person counseling.
 - b. Provide group counseling/discussions.
 - c. Provide temporary safe shelter.
 - d. Provide training on independent living skills and survival skills.
 - e. Provide access to or referrals to other services as appropriate.
- Demonstrate the ability to receive and make use of funds available from governmental, voluntary, philanthropic, or other sources, which may be used to augment any state funds appropriated for this project, and make every attempt to qualify for federal funding. (This means projects must actively seek alternative sources of funding and use the funds in a cost-effective manner); and
 - Maintain quarterly and final fiscal progress reports as prescribed by OCJP.

2. Penal Code Section 13837 Restrictions

Penal Code Section 13837 contains the following restrictions and priorities:

- Funds appropriated under this program shall not supplant local funds that would be made available in the absence of state funds.

- Priority must be given to centers that operate in proximity to medical treatment facilities.

Proximity is construed by OCJP as the agency having a formal referral system with the nearest general acute care hospital. An Operational Agreement (OA)/Memorandum of Understanding (MOU) must be established to satisfy this requirement.

- State funds provided to establish centers shall be utilized when possible, as determined by the advisory committee, to expand the program and shall not be expended to reduce fiscal support from other public or private sources.

3. Welfare and Institutions Code Section 13703 Requirements

Welfare and Institutions Code Section 13703 contains the following requirements for Homeless Youth and Exploitation projects:

- Projects must demonstrate the ability to provide each of the services described in Section 13701, either directly or under subcontract with a competent provider.

Welfare and Institutions Code Section 13701 requires each project to provide the following services:

- a. Food and access to overnight shelter.
 - b. Counseling to address immediate emotional crises or problems.
 - c. Outreach services to locate homeless youth and link them with services, and drop-in facilities to make the services accessible to the street population.
 - d. Screening for basic health needs and referral to public and private agencies for health care.
 - e. Linkage to other services offered by public and private agencies.
 - f. Long-term stabilization planning so that the youth may return home under circumstances favoring long-term reunification with the family, or so that the youth can be suitably placed in a situation outside the family when family reunification is not possible.
 - g. Follow up services to ensure that the return to the family or the placement outside the family is stable.
- Projects must demonstrate their ability to work with other public or private agencies that are youth service providers.

To satisfy this requirement OCJP requires a current OA/MOU with, at a minimum the California Coalition for Youth, local law enforcement

agencies, social service agencies, court services, city and county social service departments, mental health providers, and public and private dental, medical and health treatment agencies, and victim/witness centers which serve runaway and homeless youth and sexually exploited youth.

II. MANDATED OBJECTIVES

The Homeless Youth and Exploitation Program encompasses the requirements of Welfare and Institutions Code Section 13700 et seq. and Penal Code Section 13837.

All required services must be provided directly by the project or sub-contracted to another service provider. Operational Agreements (OAs)/Memoranda of Understanding (MOUs) shall be developed and maintained between the project and the referral source. OAs/MOUs must clearly delineate the expectations and services of the parties involved.

In measuring the services provided to homeless youth and sexually exploited youth under this program, only the services provided by the applicant agency or sub-contractors who receive a portion of the funds to provide the services should be included.

A youth is considered homeless if they are under the age of eighteen and do not have a permanent residence. This includes youth who have runaway from their home or have been pushed out of their homes by parents or guardians, living in shelters or other temporary housing arrangements, and youth living on the streets.

A. PROVIDE OUTREACH SERVICES

Projects must provide outreach services to locate homeless youth and link them with services and drop-in facilities to make services accessible to the street population. Outreach is defined as efforts to locate homeless youth as measured by the number of youth contacted on the street. All reasonable efforts should be made to ensure this is an unduplicated measurement, and each homeless youth should only be counted once.

B. PROVIDE FOOD

Projects must provide food and meals to homeless youth. This objective is to be measured by the number of meals provided to homeless youth.

C. PROVIDE TEMPORARY SAFE SHELTER

Projects must provide shelter services to homeless youth. This objective refers to the number of homeless youth who will utilize emergency shelter services. It also includes the number of homeless youth who will be placed in medium to long-term

shelter facilities, which provide more structure and independent living arrangements such as subsidized apartments and transitional housing. This objective is to be measured by the number of homeless youth who will receive temporary safe shelter. This should be an unduplicated measurement, each homeless youth should only be counted once regardless of the number of nights they stay at the shelter.

D. PROVIDE IN-PERSON COUNSELING

Projects must provide in-person counseling to include immediate crisis counseling to address homeless youths' immediate crises or problems. Crisis counseling refers to in-person crisis intervention, emotional support, guidance and counseling provided by advocates, counselors, mental health professionals, or peers. Projects must also provide long-term in-person counseling to homeless youth in need of this service. This can include professional psychological and/or psychiatric treatment, drug counseling, or other types of individual counseling sessions as appropriate. This objective is to be measured by the number of homeless youth who receive either in-person crisis counseling or long-term counseling. This should be an unduplicated measurement, and each homeless youth should be counted only once regardless of the number of sessions they attend.

In addition, projects must provide in-person counseling to sexually exploited youth. This includes long-term therapy to help the youth overcome any issues due to the exploitation as well as any other mental health issues. Therapy refers to intensive professional psychological and/or psychiatric treatment for individuals to provide emotional support. A youth is sexually exploited if they have engaged in survival sex, and are a male or female up to age eighteen years old who exchange sexual favors for money or other payment. This includes trading sexual favors for shelter, clothing, or other goods and services. Also included is youth involved in commercial exploitation such as stripping and pornography. This objective is to be measured by the number of sexually exploited youth who receive in-person long-term counseling. To determine if a youth meets the eligibility criteria for being sexually exploited, the counselor/case manager must document the reason they believe the youth has been sexually exploited in the case file. This should be an unduplicated measurement, and each sexually exploited youth should be counted only once regardless of the number of sessions they attend.

E. PROVIDE GROUP COUNSELING/DISCUSSIONS

Projects must hold various groups to discuss issues of importance to homeless youth. Group counseling/discussions refers to the coordination and provisions of supportive group activities and includes self-help, peer, social support, etc. Topics discussed during the groups must at a minimum include: drug abuse, pregnancy, and sexually transmitted diseases. This objective is to be measured by the number of homeless youth who participate in these groups. This should be an unduplicated measurement, and each homeless youth should only be counted once, regardless of the number of groups he/she attends.

F. PROVIDE BASIC HEALTH CARE

Projects must be able to provide basic medical services to homeless youth. At a minimum this must include: basic medical services, HIV tests, pregnancy tests, and dental services. Projects should also provide accompaniment services when appropriate or follow-up to ensure the youth followed through with the referral. This objective is to be measured by the number of homeless youth who receive any type of medical services or a referral for medical services. This should be an unduplicated measurement, and each homeless youth should be counted once, regardless of the number of services he/she receives.

G. PROVIDE LONG-TERM STABILIZATION PLANNING

Projects must be able to provide homeless youth with long-term stabilization planning to help them exit street life. Long-term stabilization planning includes planning so the youth may return home under circumstances favoring long-term reunification with the family, or planning so the youth can be suitably placed in a situation outside the family when family reunification is not possible. Activities under this objective may include: providing counseling services to the youth and the parents or guardians to resolve the issues so the youth can return home; or developing an individualized plan to help the youth prepare for emancipation. This objective is to be measured by: (a) the number of homeless youth who will be provided assistance in reunifying with their parent or guardians, and (b) the number of homeless youth who will be provided a stabilization plan when reunification is not practical. This should be an unduplicated measurement, and each youth should only be counted once, regardless of the number of activities he/she attends.

H. PROVIDE TRAINING ON INDEPENDENT LIVING SKILLS AND SURVIVAL SKILLS

Projects must be able to help homeless youth prepare for a lifestyle off the streets. This objective refers to the training and educational services provided to youth to help them exit the street. At a minimum, activities under this objective must include: employment training; educational services to aid youth in obtaining their high school or GED certificate; household management skills; and personal health education. This objective is to be measured by the number of homeless youth who participate in one of the activities under this objective. This should be an unduplicated measurement, and each youth should only be counted once, regardless of the number of activities he/she attends.

I. PROVIDE ACCESS TO OR REFERRALS TO OTHER SERVICES AS APPROPRIATE

Projects must have a referral system established with other private and public agencies who provide services which may be appropriate for homeless youth. At a minimum, this referral system must include health/medical and/or dental services, law enforcement agencies, social service agencies, court services, and mental health agencies. Projects should also provide accompaniment services when appropriate or follow-up to ensure the youth followed through with the referral. This objective is to be measured by the number of homeless youth who are provided with a referral. This should be an unduplicated measurement, and each youth should only be counted once regardless of the number of referrals he/she receives.

J. FOLLOW-UP SERVICES

Projects must provide follow-up services to ensure that the return to the family or the placement outside the family is stable. Follow-up refers to in-person contacts, telephone contacts, and written communications with the youth. This objective is to be measured by: (a) the number of homeless youth who are provided with follow-up services upon reunification with the family, and (b) the number of homeless youth who are provided with follow-up services upon placement outside the family. This should be an unduplicated measurement, and each youth should only be counted once regardless of the number of services he/she receives.

III. PROGRAMMATIC REQUIREMENTS

A. ELIGIBILITY

Per Welfare and Institutions Code Section 13703, projects shall be established in the County of Los Angeles, County of San Francisco, County of Santa Clara, and the County of San Diego. To receive funding under the Homeless Youth and Exploitation Program, applicants must be a private non-profit organization located in the above counties. In addition, applicants must be providing existing services to homeless youth, and can use this funding to expand the availability of services for homeless youth.

B. PROVISION OF SERVICES

All required services must be provided directly by the project or sub-contracted to another service provider. Operational Agreements (OAs)/Memoranda of Understanding (MOUs) shall be developed and maintained between the project and the referral source. OAs/MOUs must clearly delineate the expectations and services of the parties involved.

In measuring the services provided to homeless youth and sexually exploited youth under this program, only the services provided by the applicant agency or sub-

contractors who receive a portion of the funds to provide the services should be included.

C. DOCUMENTATION

The grantee must obtain a written release of information from the client or guardian, authorizing OCJP access to the clinical file. OCJP staff must review the records for administrative purposes associated with grant monitoring and site visit purposes only.

D. PAID STAFF AND VOLUNTEERS

Projects must maintain duty statements for each funded position, describing responsibilities and qualifications of the staff assigned to the Homeless Youth and Exploitation project. These duty statements shall reflect specific grant related duties to achieve the objectives and activities of the funded program area and should not be the standard job classification description for this title of position within the agency.

The project and all subcontractors must have personnel records on all paid staff which include: a formal application including three references checked by program staff; copies of degrees and licenses; and documentation of any special training specific to the services performed on this grant. Documentation of California Department of Justice criminal history checks and clearances, Child Abuse Index check, and Department of Motor Vehicles clearance should also be maintained with personnel records.

1. Criminal Record Checks

Criminal record checks must be done prior to any contact with youth receiving services. Projects and subcontractors must perform criminal record checks on all staff, volunteers, and trainees providing services in the funded project. **If staff, volunteers, or trainees have resided in California less than three years, out-of-state criminal history checks are also required.** The criminal records check must include fingerprinting, and be processed through the California Department of Justice.

2. Child Abuse Index Checks

A child abuse index check is required if the agency is mandated by law to complete this check or if the agency has a policy in place requiring such a check. A child abuse check should be completed prior to contact with the clients.

3. Department of Motor Vehicles Check

OCJP requires all projects to complete a Department of Motor Vehicles records check on all staff who transport homeless youth or sexually exploited youth prior to transporting clients.

4. Mandated Reporters

Applicants must comply with AB 102 which revised the language under Penal Code Section 11166.5 regarding mandated reporter requirements.

5. Formalized Training

Prior to contact with youth, staff and volunteers must complete a minimum of 40 hours of formalized training on child sexual exploitation, crisis intervention and child abuse reporting law. This training may also include, but is not limited to: substance abuse, family violence, and cultural awareness and sensitivity related to special needs populations and ethnic minorities.

IV. FUNDING GUIDELINES

A. FUNDING CYCLES

Grant funding is contingent upon the State Budget Act being passed by the Legislature and signed by the Governor. OCJP does not have authority to disburse funds until the State Budget is passed and the Grant Award Agreement is fully executed. Until such time, projects must refrain from incurring any expenditures. Any expenditures incurred prior to authorization are made at the project's own risk. When the executed grant is received, authorized expenditure reports may be submitted for reimbursement of grant funds.

If during the term of the grant award the funds appropriated for the purposes of the grant award are reduced or eliminated by the California Legislature, OCJP may immediately terminate or reduce the grant award by written notice to the grantee. However, no such termination or reduction shall apply to allowable costs already incurred by the grantee to the extent funds are available for payment of such costs.

There is a total of \$1,607,500 per year available for the Homeless Youth and Exploitation Program. Of this amount, \$886,000 is State General Funds, and \$721,500 is Victim/Witness Assistance Funds.

B. GRANT DURATION

Unless stated otherwise in the Grant Award Agreement, grant awards cover a twelve (12) month period. Extensions and reductions are possible with prior written notifications and OCJP approval. Projects selected for funding are expected

to begin to be fully implementing services within 90 days or less of the grant period starting date. If project commencement does not occur within this time frame, OCJP may terminate the project and redistribute the funds.

C. ELIGIBLE EXPENSES

Projects may use funds to provide direct and indirect services to homeless youth and sexually exploited youth. Direct costs include expenses related to the actual provision of programs and services, such as the salary for an outreach counselor, temporary safe shelter, group counseling or the printing of a brochure. Indirect costs include expenses such as accounting services or supervisory personnel.

All expenses in the budget must be directly connected to the necessary services to be provided. The State General Funds should be primarily allocated to emergency services necessary to help get homeless youth off the streets. Examples of allowable costs include: outreach workers, emergency shelter workers, food and other supplies.

Victim/Witness Assistance Funds should be utilized to provide long-term stabilization activities to homeless youth to assist them in exiting street life. Examples of allowable costs include: counselors, long-term shelters, and educational and independent living skills trainings. Victim/Witness Assistance Funds must be used to fund at least one full-time equivalent counselor to provide in-person counseling to sexually exploited youth.

V. OCJP ADMINISTRATIVE REQUIREMENTS

A. OCJP GRANTEE HANDBOOK

Grantees must administer their grants in accordance with the OCJP Grantee Handbook. An agreement form included in the Grant Award Agreement certifies the applicant will comply with the required administrative and fiscal conditions contained in the Grantee Handbook. Failure to comply with these requirements can result in the withholding and/or termination of the grant award. The Homeless Youth and Exploitation Program Guidelines supercede information contained in the OCJP Grantee Handbook.

Additional information on the OCJP Grantee Handbook can be obtained through the Internet at <http://www/ocjp.ca.gov>.

B. PROGRESS REPORTS AND DATA COLLECTION

Funded projects are required to participate in data collection and to submit a three-month status report and progress report at the end of each six-month period. Projects will be required to report statistics on the progress report. Progress reports are due to OCJP within 30 days of the end of the reporting period.

The progress report for the Homeless Youth and Exploitation Program is included in Appendix C. Funded projects are required to use this form. Failure to use the progress report form provided may result in the progress report not being approved by OCJP, resulting in the withholding of funds, and/or termination of the grant award. No alterations to the progress report can be made without the express permission from OCJP.

OCJP may also require funded projects to collect and retain other data as deemed necessary. Projects will be given written notice of other data collection requirements. Funded projects must agree to participate in any evaluation of the program conducted or sponsored by OCJP.

Projects are required to keep accurate records to document the project's progress in achieving the objectives. These records must be kept by the project for a period of three years. The system for maintaining these statistics may be manual or automated; however, the system must account for all activities related to your goals, objectives, activities and most importantly, performance measures. OCJP will, during programmatic monitoring visits, review these records for accuracy, and will compare the accumulated data to the progress reports submitted by the project.

C. MONTHLY/QUARTERLY REPORT OF EXPENDITURES AND REQUEST FOR FUNDS (OCJP FORM 201)

Community-Based Organizations (CBOs) shall submit a Monthly Report of Expenditures and Request for Funds (OCJP Form 201) unless they request a quarterly reporting period. This form is due within 30 calendar days of the end of the reporting period, and must be submitted whether or not the project has incurred expenses. Delays in submitting these forms will result in the withholding of funds, and may result in the termination of the grant award.

D. MONITORING REQUIREMENTS

Monitoring is an on-site assessment by OCJP staff to determine if the project is in compliance with the Grant Award Agreement (programmatic), and applicable terms and conditions of the Grantee Handbook (administrative). Projects will be monitored at least once during the grant cycle. Monitoring will be on a random or as needed basis. Acceptance of the Grant Award Agreement obligates the project to allow OCJP staff/agents unrestricted access to all project books, documents, papers, and records, including confidential client records, for inspection, duplication, and audit. OCJP reserves the right to conduct unannounced on-site and monitoring visits.

E. TRAINING REQUIREMENTS

All projects are required to attend OCJP-sponsored or approved training sessions during the grant year. The purpose of the training must be solely to enhance the skills of those individuals (paid and volunteer) who provide direct services to child victims.

VI. APPENDIX.

- A. Applicable Provisions of the Penal Code
- B. Applicable Provisions of the Welfare and Institutions Code
- C. Homeless Youth and Exploitation Program Progress Report and Instructions

Appendix A

Applicable Provisions of the Penal Code

PENAL CODE
PART 4. Prevention of Crimes and Apprehension of Criminals
TITLE 6. California Council on Criminal Justice
CHAPTER 4. Criminal Justice Planning Committee for State Judicial System
ARTICLE 4. Rape Victim Counseling Centers

Cal Pen Code/13837 (2001)
/13837. Grants; Eligibility

The Office of Criminal Justice Planning shall provide grants to proposed and existing local rape, child sexual exploitation, and child sexual abuse victim counseling centers and prevention programs. Grant recipients shall provide appropriate in-person counseling and referral services during normal business hours, and maintain other standards or services which shall be determined to be appropriate by the advisory committee established pursuant to Section 13836 as grant conditions. Rape victim counseling centers shall provide a 24-hour telephone counseling service for sex crime victims. The advisory committee shall identify the criteria to be utilized in awarding the grants provided by this chapter before any funds are allocated.

In order to be eligible for funding pursuant to this chapter, the centers shall demonstrate an ability to receive and make use of any funds available from governmental, voluntary, philanthropic, or other sources which may be used to augment any state funds appropriated for purposes of this chapter. Each center receiving funds pursuant to this chapter shall make every attempt to qualify for any available federal funding.

State funds provided to establish centers shall be utilized when possible, as determined by the advisory committee, to expand the program and shall not be expended to reduce fiscal support from other public or private sources. The centers shall maintain quarterly and final fiscal reports in a form to be prescribed by the administering agency. In granting funds, the advisory committee shall give priority to centers which are operated in close proximity to medical treatment facilities.

Appendix B
Applicable Provisions of the Welfare and Institutions
Code

WELFARE AND INSTITUTIONS CODE °
DIVISION 9. Public Social Services °
PART 3. Aid and Medical Assistance °
CHAPTER 6. Homeless Youth Emergency Service Pilot Projects

Cal Wel & Inst Code/ **13700** (2001)

/ **13700.** °Legislative findings and declarations; Purpose of chapter

° °The Legislature finds and declares all of the following:

° °(a) There are homeless minors living on the streets of major urban centers in this state without adequate food, shelter, health care, or financial support.

° °(b) Many of these homeless youth in these urban centers come from out-of-city or out-of-county locations.

° °(c) The homeless child, in many instances, has a history of physical or sexual abuse at home, and of having been rejected or forced out of the parental home.

° °(d) While living on the streets, these youth fall prey to drug abuse, prostitution, and other illegal activities.

° °(e) Local public agencies are unable to provide these youth with an adequate level or range of remedial services.

° °(f) These homeless minors are urgently in need of specialized services to locate them, to assist them with their immediate survival needs, and to address their long-term need to reunite with their parents or find a suitable home.

° °(g) Two homeless youth emergency service pilot programs, one in the City of Los Angeles, and one in the City and County of San Francisco, have demonstrated the need for ongoing programs to meet the needs of homeless minors and the effectiveness of these programs in meeting these needs.

° °The purpose of this chapter is therefore to maintain one homeless youth emergency project in the County of Los Angeles and one in the City and County of San Francisco, where the problem is most acute, and to the extent funds are appropriated in the Budget Act of 1991, to establish additional homeless youth emergency service pilot projects pursuant to this chapter. It is the further purpose of this chapter to examine the condition of homeless youth in major urban areas of this state with populations of 500,000 or more, as well as other urban, suburban, and rural areas, and develop a profile of homeless youth in terms of background and available services, in order to locate these youth, to provide for their emergency survival needs, and to assist them in reunification with their parents or in finding a suitable home.

WELFARE AND INSTITUTIONS CODE °
DIVISION 9. Public Social Services °
PART 3. Aid and Medical Assistance °
CHAPTER 6. Homeless Youth Emergency Service Pilot Projects

Cal Wel & Inst Code/**13701** (2001)

/ **13701.** ° Services to be provided by projects

Each homeless youth project established under this chapter shall provide services which shall include, but are not limited to, all of the following:

- ° ° (a) Food and access to an overnight shelter.
- ° ° (b) Counseling to address immediate emotional crises or problems.
- ° ° (c) Outreach services to locate homeless youth and link them with services, and drop-in facilities to make the services accessible to the street population.
- ° ° (d) Screening for basic health needs and referral to public and private agencies for health care.
- ° ° (e) Linkage to other services offered by public and private agencies.
- ° ° (f) Long-term stabilization planning so that the youth may be returned to the parental home under circumstances favoring long-term reunification with the family, or so that the youth can be suitably placed in a situation outside the family when family reunification is not possible.
- ° ° (g) Follow-up services to ensure that the return to the family or the placement outside the family is stable.

WELFARE AND INSTITUTIONS CODE °
DIVISION 9. Public Social Services °
PART 3. Aid and Medical Assistance °
CHAPTER 6. Homeless Youth Emergency Service Pilot Projects

Cal Wel & Inst Code/ **13703** (2001)

/ **13703.** ° Establishment of projects; Request for proposals; Grant award agreements; Eligible agencies

° °(a) One homeless youth emergency service project shall be established in the County of Los Angeles and one shall be established in the City and County of San Francisco. One homeless youth emergency service project shall also be established in the County of San Diego and one shall be established in the County of Santa Clara. Each project may have one central location or may have more than one location in the service area in order to serve effectively the area population of homeless youth. Each project shall be operated by an agency in accordance with the grant award agreement with the office.

° °(b) The office shall prepare and disseminate a request for proposals for grantees under this chapter by February 15, 1986. The office shall enter into grant award agreements, and the operation of pilot projects shall begin, not later than June 1, 1986. With respect to projects to be established in the County of San Diego and the County of Santa Clara, the office shall prepare and disseminate a request for proposals for grantees under this chapter by March 31, 1992. The office shall enter into grant award agreements and the operation of these projects shall begin not later than July 1, 1992.

° °(c) An agency eligible to apply for funds under this chapter and to operate a homeless youth emergency service project shall be a private, nonprofit agency with a demonstrated record of success in the delivery of services to homeless youth. The agency selected for each project shall demonstrate the ability to provide each of the services described in Section 13701, either directly or under subcontract with a competent provider. Preference shall be given to agencies that demonstrate a history of coordination with other public and private agencies in the service region that provide services to homeless youth. Preference shall also be given to agencies that will involve a network of youth-serving agencies in the delivery of services to homeless youth under this chapter.

WELFARE AND INSTITUTIONS CODE °
DIVISION 9. Public Social Services °
PART 3. Aid and Medical Assistance °
CHAPTER 6. Homeless Youth Emergency Service Pilot Projects

Cal Wel & Inst Code/**13704** (2001)

/**13704.** °Monitoring and evaluation of projects

° °(a) The office shall monitor the projects established under this chapter. In monitoring and evaluating the projects, the office shall coordinate its efforts with the activities relating to homeless youth of the state advisory group on juvenile justice, as described in Sections 1785 and 1786.

° °(b) Based upon data collected from the California Runaway Hotline and other reliable sources, the office shall include in its reports an evaluation of the status of runaway homeless youth in the state. The evaluation shall include information on the extent of the homeless youth problem in major urban areas of 500,000 or more and the need for services for homeless youth. The evaluation shall also include data on other urban, suburban, and rural areas in California.

Appendix C
Homeless Youth and Exploitation Program
Progress Report and Instructions

**Governor's Office of Criminal Justice Planning
Homeless Youth and Exploitation Program
Progress Report**

1. Project Title: _____
2. Grant Award #: _____
3. Grantee: _____
4. Grant Period: _____
5. Address: _____
6. Report Prepared By: _____
7. Title: _____
8. Telephone Number: _____

9. Progress Report

- ☐ 3 Month Report (July 1 — September 30)
- ☐ 6 Month Report (July 1 — December 31)
- ☐ 12 Month Report (January 1 — June 30)
- ☐ Other (Specify): _____

10. Budget

- | | |
|---------------------------------------|----------|
| 1) Total Grant Award: | \$ _____ |
| 2) Total funds expended to date: | \$ _____ |
| 3) Items encumbered but not paid for: | \$ _____ |
| 4) Total Grant Balance: | \$ _____ |

Program Specialists Comments (for OCJP use only):

Program Specialist

Date

**Governor s Office of Criminal Justice Planning
Homeless Youth and Exploitation Program
Progress Report**

Table 1: Personnel

	Name of Staff	Position	Duties	Full Time Equivalency (FTE)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Table 2: Equipment

☐ Yes ☐ No If the Grant Award Agreement allows for equipment purchases, and equipment has been purchased, detail below.

	Equipment	Cost	Date Received	State Equipment Tag Number	State Tag Affixed (Yes/No)
1					
2					
3					
4					
5					
6					
7					
8					

**Governor s Office of Criminal Justice Planning
Homeless Youth and Exploitation Program
Progress Report**

Project Narrative

(Start typing Narrative here)

**Governor's Office of Criminal Justice Planning
Homeless Youth and Exploitation Program
Progress Report**

Table 3: Project Objectives and Activities

Objectives	Goal	July 1 — December 31	January 1 — June 30	Total
1. Number of homeless youth provided outreach services				
2. Number of homeless youth who received meals or food				
3. Number of homeless youth who received temporary safe shelter				
4. Number of homeless youth who received in-person counseling				
Number of sexually exploited youth who received in-person counseling				
5. Number of homeless youth who participated in groups				
6. Number of homeless youth who received basic health care				
7. Number of homeless youth provided with assistance in reunifying with their parents or guardians				
Number of homeless youth provided with a stabilization plan when reunification is not practical				
8. Number of homeless youth who received training on independent living skills and survival skills				
9. Number of homeless youth who were provided with access to or referrals to other services				
10. Number of homeless youth who were provided follow-up services upon reunification with the family				
Number of homeless youth who were provided with follow-up services upon placement outside the family				

**Governor's Office of Criminal Justice Planning
Homeless Youth and Exploitation Program
Progress Report**

Table 4: Services Received

Services	July 1 — December 31	January 1 — June 30	Total
Crisis Counseling			
In-Person Counseling			
Group Counseling			
Drug Counseling			
Case Management			
Shelter Services			
Medical Care			
Dental Care			
Employment Training			
Educational Services			
Independent Living Skill Training			
Other (specify)			
-			
-			
-			
Total			

Table 5: Age and Gender

Age	Male			Female		
	July 1 — December 31	January 1 — June 30	Sub- Total	July 1 — December 31	January 1 — June 30	Sub- Total
0 — 9						
10-11						
12-13						
14-15						
16-17						
Unknown						
Total						

**Governor s Office of Criminal Justice Planning
Homeless Youth and Exploitation Program
Progress Report**

Table 6: Ethnicity

Ethnicity	July 1 — December 31	January 1 — June 30	Total
Caucasian			
Hispanic			
African-American			
American-Indian			
Asian			
Filipino			
Pacific Islander			
Bicultural (specify)			
-			
-			
-			
Other (specify)			
-			
-			
-			
Unknown			
Totals			

**Governor s Office of Criminal Justice Planning
Homeless Youth and Exploitation Program
Progress Report**

Table 7: Primary Language

Language	July 1 — December 31	January 1 — June 30	Total
English			
Spanish			
American-Indian			
Hindu			
Korean			
Japanese			
Chinese			
Southeast Asian			
Tagalog			
Other (specify)			
-			
-			
-			
Totals			

Table 8: Disability

Disability	July 1 — December 31	January 1 — June 30	Total
Physically Disabled			
Developmentally Disabled			
Learning Disabled			
Hearing/Impaired/Deaf			
Other (Specify)			
-			
-			
Total			

Homeless Youth and Exploitation Program, Progress Report Instructions

1. Open the word file named *HYE Progress Report*. On line #1, Project Title, click once on the shaded area, and enter the Project Title.
2. Enter the Grant Award Number
3. Enter the Grantee
4. Enter the Grant Period
5. Enter your address
6. Enter the name of the person preparing the report
7. Enter the title of the person preparing the report in relationship to the project
8. Enter your telephone number.
9. Check the box for the progress report being submitted. To make a checked box, double click on the box. This will bring up a screen that will allow you to choose to check the box.
10. Enter the following budget numbers:
 - (1) Total Grant Award;
 - (2) Total Funds expended to date;
 - (3) Items encumbered but not paid for; and
 - (4) Balance on the total grant.
11. Table 1: Personnel
Please list all staff working on the grant and their relationship to the grant.
12. Table 2: Equipment
Has any equipment been purchased for this grant? If equipment has been purchased complete table 2.
13. Instructions for Narrative and Year End Project Summary

PROGRESS REPORTS

- 3 Month Report Narrative to cover first 3 months of operation (complete through step 13 of the instructions)
- 6 Month Report 6 Month Progress Report narrative, and statistics for the first 6 months of operation
- 12 Month Report 12 Month Progress Report narrative, and statistical report for the entire 12 month grant period.

Homeless Youth and Exploitation Program, Progress Report Instructions

3 MONTH NARRATIVE INSTRUCTIONS

Please provide a detailed narrative covering the following program areas:

- Problems or delays the project is experiencing in implementing the Grant Award (i.e., problems encountered in ordering/receiving grant equipment; activities; and staffing issues that support each objective which are not currently operational or in place).
- Description of the project's source documentation designed to track the project's statistical information (e.g., intake and client contact sheets, telephone logs, assessment and treatment plans, progress notes).
- Anticipated areas that may need to be modified before the grant completes its first six months of operation (e.g., budget changes due to staff changes, equipment changes or modification to program objectives).
- What type of technical assistance would be valuable for the project?

Note: A Grant Award Modification (OCJP Form 223) must be submitted for any planned modifications prior to implementation.

FOR A THREE MONTH PROGRESS REPORT STOP HERE

6 AND 12 MONTH PROGRESS REPORT NARRATIVE INSTRUCTIONS

Please provide a detailed narrative covering the following program areas:

- If there were problems or delays in the start up of the grant award, please explain how these problems have been resolved and the current status of the program.
- Are the objectives being met according to schedule? Please summarize successes and obstacles.
- Describe activities to promote community awareness of the needs of homeless youth and sexually exploited youth. Include any trainings provided to other service providers regarding the special needs of homeless youth and sexually exploited youth. Also discuss activities to promote the awareness of services to homeless youth and youth engaged in sexually exploitative activities, including coordination with the California Coalition for Youth, formerly the California Child, Youth, and Family Coalition.
- Provide a description of outreach conducted during the period. Include a schedule of the areas and nights outreach was conducted.
- Provide a needs assessment of services as related to the provision of emergency services to homeless youth.
- Describe cases that illustrate at least four ways in which funds have been used to assist homeless youth, and youth engaged in sexually exploitative activities.
- Describe the agency's coordination with other service providers; identify any gaps in services; and identify any duplication of services in the services area.
- Elaborate on what the project would like to detail about their services.

Note: A Grant Award Modification (OCJP Form 223) must be submitted for any planned modifications prior to implementation.

Homeless Youth and Exploitation Program, Progress Report Instructions

14. Table 3: Project Objectives and Activities

Regarding the progress report objectives, enter the total number of new clients during the reporting period.

All required services must be provided directly by the project or sub-contracted to another service provider. In measuring the services provided to homeless youth and sexually exploited youth under this program, only the services provided by the applicant agency or sub-contractors who receive a portion of the funds to provide the services should be included.

A youth is considered homeless if they are under the age of eighteen and do not have a permanent residence. This includes youth who have runaway from their home or have been pushed out of their homes by parents or guardians, living in shelters or other temporary housing arrangements, and youth living on the streets.

Number of homeless youth provided outreach services refers to efforts to locate homeless youth as measured by the number of youth contacted on the street. All reasonable efforts should be made to ensure this is an unduplicated measurement, and each homeless youth should only be counted once.

Number of homeless youth who receive meals or food refers to the number of meals provided to homeless youth. This objective is to be measured by the number of meals provided to homeless youth.

Number of homeless youth who received temporary safe shelter refers to the number of homeless youth who utilized emergency shelter services. It also includes the number of homeless youth who were placed in medium to long-term shelter facilities, which provide more structure and independent living arrangements such as subsidized apartments and transitional housing. This objective is to be measured by the number of homeless youth who received temporary safe shelter. This should be an unduplicated measurement, and each homeless youth should only be counted once regardless of the number of nights they stay at the shelter.

Number of homeless youth who received in-person counseling refers to immediate crisis counseling to address homeless youths' immediate crises or problems or long-term in-person counseling to homeless youth in need. Crisis counseling refers to in-person crisis intervention emotional support, guidance and counseling provided by advocates, counselors, mental health professionals, or peers. Long-term counseling can include professional psychological and/or psychiatric treatment, drug counseling, or other types of individual counseling sessions as appropriate. This objective is to be measured by the number of homeless youth who received either in-person crisis counseling or long-term counseling. This should be an unduplicated measurement, and each homeless youth should be counted only once regardless of the number of sessions they attend.

Homeless Youth and Exploitation Program, Progress Report Instructions

Number of sexually exploited youth who received in-person counseling refers to long-term therapy to help the youth overcome any issues due to the exploitation as well as any other mental health issues. Therapy refers to intensive professional psychological and/or psychiatric treatment for individuals to provide emotional support. A youth is sexually exploited if they have engaged in survival sex, and are a male or female up to age eighteen years old who exchange sexual favors for money or other payment. This includes trading sexual favors for shelter, clothing, or other goods and services. Also included is youth involved in commercial exploitation such as stripping and pornography. This objective is to be measured by the number of sexually exploited youth who receive in-person long-term counseling. To determine if a youth meets the eligibility criteria for being sexually exploited, the counselor/case manager must document the reason they believe the youth has been sexually exploited in the case file. This should be an unduplicated measurement, and each sexually exploited youth should be counted only once regardless of the number of sessions they attend.

Number of homeless youth who participated in groups refers to various groups hosted by the agency to discuss issues of importance to homeless youth. Group counseling/discussions refers to the coordination and provisions of supportive group activities and includes self-help, peer, social support, etc. Topics discussed during the groups must at a minimum include: drug abuse, pregnancy, and sexually transmitted diseases. This objective is to be measured by the number of homeless youth who participate in these groups. This should be an unduplicated measurement, and each homeless youth should only be counted once, regardless of the number of groups he/she attends.

Number of homeless youth who received basic health care refers to the basic medical services available to homeless youth. At a minimum this must include: basic medical services, HIV tests, pregnancy tests, and dental services. This objective is to be measured by the number of homeless youth who receive any type of medical services or a referral for medical services. This should be an unduplicated measurement, and each homeless youth should be counted once, regardless of the number of services he/she receives.

Number of homeless youth provided assistance in reunifying with their parents or guardians refers to long-term stabilization planning so the youth may return home under circumstances favoring long-term reunification with the family. This objective is to be measured by the number of homeless youth who will be provided assistance in reunifying with their parent or guardians. This should be an unduplicated measurement, and each youth should only be counted once, regardless of the number of activities he/she attends.

Number of homeless youth provided with a stabilization plan when reunification is not practical refers to planning so the youth can be suitably placed in a situation outside the family when family reunification is not possible. This objective is to be measured by the number of homeless youth who will be provided a stabilization plan when reunification is not practical. This should be an unduplicated measurement, and each youth should only be counted once, regardless of the number of activities he/she attends.

Homeless Youth and Exploitation Program, Progress Report Instructions

Number of homeless youth who received training on independent living skills and survival skills refers to the training and educational services provided to youth to help them exit the street. At a minimum, activities under this objective must include: employment training; educational services to aid youth in obtaining their high school or GED certificate; household management skills; and personal health education. This objective is to be measured by the number of homeless youth who participate in one of the activities under this objective. This should be an unduplicated measurement, and each youth should only be counted once, regardless of the number of activities he/she attends.

Number of homeless youth who were provided with access to or referrals to other services refers to a referral system established with other private and public agencies who provide services which may be appropriate for homeless youth. At a minimum, this referral system must include health/medical and/or dental services, law enforcement agencies, social service agencies, court services, and mental health agencies. This objective is to be measured by the number of homeless youth who are provided with a referral. This should be an unduplicated measurement, and each youth should only be counted once regardless of the number of referrals he/she receives.

Number of homeless youth who were provided follow-up services upon reunification with the family refers to services to ensure that the return to the family is stable. Follow-up refers to in-person contacts, telephone contacts, and written communications with the youth. This objective is to be measured by the number of homeless youth who are provided with follow-up services upon reunification with the family.

Number of homeless youth who were provided follow-up services upon placement outside the family refers to services to ensure placement outside the family is stable. Follow-up refers to in-person contacts, telephone contacts, and written communications with the youth. This objective is to be measured by the number of homeless youth who are provided with follow-up services upon placement outside the family. This should be an unduplicated measurement, and each youth should only be counted once regardless of the number of services he/she receives.

15. Table 4: Services Received

Report the services provided to each youth who received services under the Homeless Youth and Exploitation Program. Multiple services may be provided to all clients.

Crisis Counseling refers to in-person crisis intervention, emotional support, guidance and counseling provided by advocates, counselors, mental health professionals, or peers.

In-Person Counseling refers to long-term counseling, which can include professional psychological and/or psychiatric treatment.

Group Counseling refers to the coordination and provisions of supportive group activities and includes self-help, peer, social support, etc.

Homeless Youth and Exploitation Program, Progress Report Instructions

Drug Counseling refers to in-person or group counseling regarding drug use and drug education.

Case Management refers to stabilization planning services made available to youth to help them exit street life.

Medical Care refers to the providing of or referral to basic medical screening, HIV/STD tests, and pregnancy tests.

Dental Care refers to the providing of or referral to basic dental care.

Employment Training refers to job skill training, and job placement assistance.

Educational Services refers to services to aid youth in obtaining their high school diploma or GED certificate.

Independent Living Skill Training refers to training to help youth prepare for a lifestyle off the streets. Examples include household management skills, personal health education, and parenting skills.

16. Table 5: Age and Gender

Age of client is the age of the client at the time of entry into the program.

17. Table 6: Ethnicity

Have each client self-identify. Count each client only once and as a whole number.

18. Table 7: Primary Language

Identify the client's primary language at the time of entry into program. For bilingual clients, please report the primary language that the client uses.

19. Table 8: Disability

Identify any disabilities the client may have at the time of entry into program.

20. E-mail a copy of the report to your Program Specialist no later than the last calendar day of the month following the end of the reporting period.

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